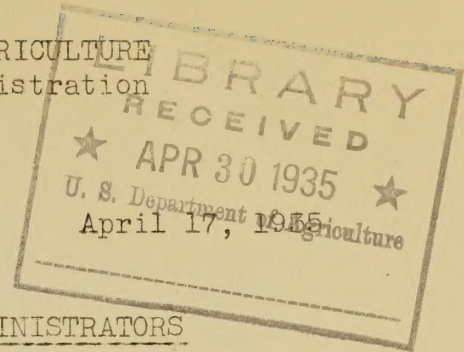


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.



MEMORANDUM TO ALL MILK MARKET ADMINISTRATORS

Re: Form AAA 308, Amended.

For the benefit of some of the offices of Milk Market Administrators who, apparently, do not fully understand the use of Form AAA 308 Amended, the following comments relative to the execution of this form are submitted for your guidance.

1. Cash in Bank.

The first two lines under this section call for the actual receipts and disbursements of cash during the month for which the report is being rendered. The third line accounts for the excess of receipts over disbursements or vice versa. The fourth line is for the insertion of the balance of the cash on hand at the beginning of the accounting period for which the report is rendered. The fifth line represents a balance on hand at the end of the period.

2. Accounts Receivable.

The first line under this section will include balances of Accounts Receivable at the beginning of the current month, or in other words, the balance at the end of the previous month. The second line contains the charges to distributors during the period. These charges shall be represented by only such charges actually being placed on the books. In other words, if the books are closed during the month without including charges for the last half of the month, then the charges for the last half of the month will not be included in this figure. The third line is the total of Accounts Receivable before the application of receipts on account from distributors. The fourth line "Receipts on Accounts" should represent actual cash received from distributors applying against their Accounts Receivable. Therefore, the figures on this line should agree with the cash receipt under the section "Cash in Banks". If, however, any credit adjustments are allowed and applicable to Accounts Receivable, the amount of such adjustments should be included on this line and the amount noted under "Comments" at the bottom of this form. The fifth line under this section will represent the amounts of Accounts Receivable at the balance of the period supported by Schedule I.

3. Accounts Payable.

This section is supported by Schedule II for administrative operations and marketing service. Opposite the first line will be recorded the balance of Accounts Payable or Vouchers Payable that are due and outstanding at the beginning of the accounting period. On line two shall be recorded the indebtedness occurring during the current month, as supported by Schedule II. Line three will represent the total of Accounts Payable before the application of payments during the month. Line four will represent the payments or disbursements applicable to Accounts Payable under

the various funds during the month. These disbursements should agree with cash disbursements under the section "Cash in Banks". If any adjustments have been made as charges to Accounts Payable not affected by cash, such adjustments should be noted under "Comments" at the bottom of the form. Line five will represent the balance of Accounts Payable at the end of the accounting period for which the form is rendered.

4. Balance of Cash and Accounts.


This item should represent the Market Administrator's operating balance under each fund which by computation will be Cash in Banks plus Accounts Receivable less Accounts Payable, representing the balances at the end of the period of the three aforementioned sections.

5. Schedule II - Accounts or Vouchers Payable.

This schedule has been designed to show the actual expenditures and/or indebtedness incurred by the Market Administrator for the month, and the classification of these items. In some cases, Market Administrators have failed to include amounts due and payable to Producers' Associations for marketing service for which they have collected dues and, in turn, are indebted to the Producers' Association. Provision will be found under the section of this schedule entitled "Marketing Service" on the line noted as "Due other Associations". Any unclassified items not appearing on this schedule shall be entered in the space provided under "Other". At the bottom of this schedule will be found lines showing the total of Accounts or Vouchers Payable acquired during the month, the amounts paid on such vouchers and the balances at the end of the month. The bottom of this page is carried forward to "Accounts Payable" on Exhibit 308-R.

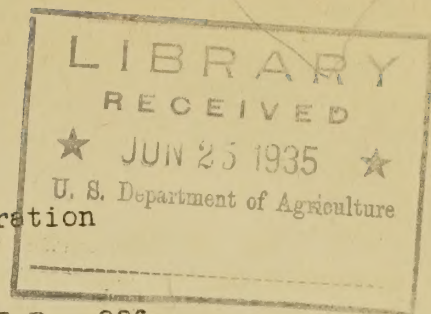
This office will be pleased to answer any further inquiries in reference to the above form.

This form, with required schedules attached, should be sent to this office in duplicate - one copy of which will be transmitted to the Dairy Section.


L. O. Manley,
Chief Accountant,
Field Investigation Section.

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DAIRY SECTION
Agricultural Adjustment Administration



GENERAL LETTER NUMBER 226

Revised I - June 1, 1935.

INFORMATION THAT MAY BE MADE PUBLIC

The Market Administrator may be called upon to speak before public, civic, farm or other organizations and should be in a position to give an intelligent and clear interpretation of the provisions of the License. However, it is not his responsibility to interpret or to inform the public of other programs which may be in effect under the Agricultural Adjustment Act, unless the Market Administrator is specifically charged with the responsibility of administering some phases of these programs by order of the Secretary of Agriculture. The Market Administrator may in his discretion release any or all of the following information:

1. Total quantity of milk marketed within the sales area for any pooling period or combination of periods.
2. The amount or percentage of total milk marketed which was used in each of the classifications under the License, such as Class I, Class II and Class III milk.
3. In the case of base-surplus markets, the total of established bases, total delivered bases and total milk in excess of delivered bases for any period or combination of periods.
4. The blended price paid to producers and in base-surplus markets the price paid for base and excess milk and/or the weighted average price for all milk for any period.
5. The total number of distributors, producer-distributors, and producers distributing milk or selling milk for distribution in the Sales Area.
6. The Market Administrator may furnish to any Cooperative Association, in addition to the information outlined in paragraphs 1 to 5, inclusive, data on receipts of milk by various distributors from members of such Association, provided written consent to the release of such data is given to the Market Administrator by the various distributors.

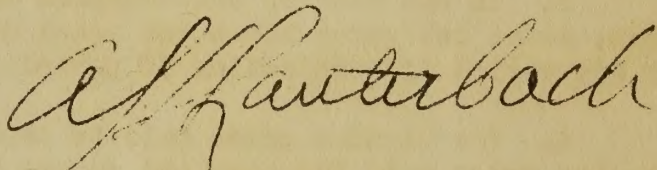
7. If the Market Administrator collects the dues for any such Association, he may furnish such Association with the amount of such dues, the proportion that has been collected and the amount outstanding, if any, which is due such Association. Such information may be itemized as to distributors purchasing milk from such Association but only as to that portion of milk which is supplied by the particular Association members.

8. A statement of the income and expenses for operation of the Market Administrator's office may be furnished to Milk Producers, whether members of an Association or non-members.

9. A statement of services rendered non-members, the cost of such service and a financial statement of the non-member deductions may be furnished non-members.

10. The Market Administrator may furnish to any distributor any data relative to such distributor's business, which the Market Administrator may have compiled in calculating market totals or averages, but in no event shall any such information as to one distributor be furnished to another distributor.

In regard to paragraphs No. 8 and No. 9, it would seem probable that any producers from whom a checkoff is made are, as a matter of right, entitled to such information upon request, since the funds are deducted from the price paid for their milk, for services rendered for their benefit, and in which they have a substantial right to participate if any excess remains over expenses.



A. H. Lauterbach,
Chief, Dairy Section.